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State of Wisconsin Department of Corrections

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INTERSTATE COMPACT FOR JUVENILES (ICJ) Referral Packet – Revised 03/10/2016

Please scan and email ONE complete packet to: Joy Swantz (joy.swantz@wi.gov). If scanning is not an option, please mail ONE copy to the address listed above.

REQUIRED INFORMATION TO BE INCLUDED IN THE TRANSFER OF SUPERVISION PACKET

○ **Cover Letter**

The Cover Letter must include a brief summary as to why ICJ is appropriate. Please note, if there is a restitution balance owed prior to the juvenile's departure from Wisconsin; this information and clear instructions for where to mail the restitution payments must be included within the county cover letter.

○ **Form IV*** Probation or Parole Investigation Request

○ **Form IA/VI*** Application for Services and Waiver

○ **Form VII*** Travel Permit

When a juvenile is relocating pending a request for transfer of supervision, s/he must have a Form VII dated, and signed by all PRIOR to departing the sending state. The Form VII must be submitted by the sending state (WI) to the receiving state prior to departing the sending state.

○ **Petitions(s)/Arrest Report(s)**

○ **Court Order(s)** (*Adjudication and Disposition*)

○ **Conditions of Supervision/Rules**

○ **Legal and Social History/Court Report**

○ **Other:**

Any other case information that may be helpful to the other state (e.g., psychological reports, risk assessment, school records, medical information, probation/parole/institutional reports)

IF APPLICABLE, ADDITIONAL INFORMATION TO BE INCLUDED IN THE PACKET

○ **Risk Assessment for Sex Offender Referrals**

○ **Form V***

(Form V is only required if the juvenile has remained in WI pending the approval of the transfer of supervision.)

WI ICJ staff contact information, Forms and Rules can be found:

<http://doc.wi.gov/families-visitors/juvenile-services/interstate-compact-for-juveniles>

*=Required official ICJ Forms